



City of Flagstaff

Dear Volunteer,

Thank you for your interest in the Adopt-an-Avenue Program. Adopt-an-Avenue is a program in which local volunteers clean up litter in a designated area of our City. The City of Flagstaff is proud to work with countless individuals, groups, and businesses on cleaning our public ways. Adoption can take place on most City maintained roadways in Flagstaff. In return for your service a sign will be displayed promoting your group as well as promotion on the City of Flagstaff's website. The sign will be ordered and installed after the first clean up has taken place.

The City of Flagstaff can provide you with garbage bags, gloves, and safety vests. Volunteers must do a minimum of four clean ups per year. Volunteer clean ups must take place no more than one week prior to the scheduled bulk pickup for the section of the City where your adopted avenue is located. It is very important to keep us informed of when you plan to do your clean ups as we try to participate in most, and will take pictures to put on the City of Flagstaff's website.

Included in this document are the safety guidelines, the 2009 bulk pickup schedule for the City of Flagstaff, a volunteer information form, and a service agreement. The service agreement and volunteer information form need to be completed, signed and returned by mail or fax. Remember: Safety First! Do not pickup any items you do not feel comfortable handling.

We look forward to working with you and/or your group. Thank you for your interest in helping Keep Flagstaff Beautiful! Please call 213-3604 if you have any questions.

Sincerely,

Tammy Bishop, Environmental Program Assistant
Sustainability and Environmental Management Section
tbishop@flagstaffaz.gov, (928) 213-3604, fax (928) 213-3636

CLEAN UP VOLUNTEERS



The City of Flagstaff suggests that you distribute the following information to your clean-up participants or be sure to communicate the Safety Guidelines to them before the clean-up begins:

Safety Guidelines:

All participants should be advised of the following safety recommendations during your clean-up effort:

- Wear a hat for sun protection
- Wear gloves
- Wear boots or closed-toes shoes
- Wear sunscreen
- Drink plenty of water or other liquids

Additional Information for Participants:

- ◆ Use caution when working along public streets, limit crossing the street too often, and work facing oncoming traffic.
- ◆ Don't go beyond your designated clean up boundaries. Stay out of storm drains and culverts, and other hazardous structures.
- ◆ Don't trespass on private property or your neighbors' yards. Stay within your designated clean up area.
- ◆ Be careful when working around construction debris, insects, steep slopes, and sharp rocks.

Children must be supervised at all times:

Take a few minutes to explain the safety rules to children, especially rules about crossing streets and about what NOT to pick-up. *The work involved may be too difficult for children under the ages of 10 years.* An adult must be responsible for children throughout the duration of the clean-up.

Have a **First Aid Kit** on hand for small emergencies.

Call 911 if anyone is seriously injured
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Other Helpful Suggestions:

- ◆ SET A TIME FOR YOUR CLEAN UP TO END and have everyone meet back at a designated spot to report any problems and to be sure all trash bags have been placed in the proper locations.
- ◆ Identify target areas in your neighborhood and announce clean up boundaries to all participants.
- ◆ Designate a place to meet before clean up begins to give instructions and to distribute trash bags and gloves.
- ◆ Explain where to place trash bags.
- ◆ Review the safety guidelines with all participants.
- ◆ Determine who is responsible for child participants.
- ◆ Describe what types of litter should be collected (see instructions below).
- ◆ Tell everyone to return to your designated meeting place at the end of the clean up so they can report any problems and be certain trash bags have been placed in appropriate locations.

Do Collect:

- ▣▶ Paper of any type, including newspaper
- ▣▶ Fast food bags, packaging, cups, straws
- ▣▶ Any other non-hazardous items

Free trash bags will be distributed through the Sustainability and Environmental Management Section. Bags must be picked up prior to the clean up. Call 213-3604 to make arrangements.

**If you wish to collect recyclables, put them in a separate bag and take them to the recycling center at 1800 E. Butler.*

Don't collect:

- ▣▶ Broken glass
- ▣▶ Any sharp items including wood with nails
- ▣▶ Hypodermic needles, medical waste or condoms*
- ▣▶ Large items too heavy to carry
- ▣▶ Green waste

**Group leaders should be notified if any of the above items are found*

Trash Bag Collection for City of Flagstaff clean ups:

Please plan your clean up day to coincide with the Bulk Pickup Schedule. (See below)

All trash bags must be securely closed and placed in a designated area for pick-up. Make two to three piles of bags instead having the bags spread over the entire area. This will make it easier for Environmental Services to collect your clean-up bags. PLEASE DO NOT leave trash bags on sidewalks, near fire hydrants, next to mailboxes or blocking driveways. Select an area that is mid-block, NOT at an intersection. When the clean-up is complete, call 213-3604 to report locations of trash bags.

Helpful Numbers to call for assistance:

(Note: Work hours for these offices are Monday-Friday, 8 a.m. to 5 p.m.)

<u>Medical waste:</u>	Coconino County Health Department- 226-2710
<u>Animal Carcasses:</u>	City of Flagstaff, Environmental Services- 774-0668
<u>Graffiti:</u>	Flagstaff Police Department- 774-1414
<u>Recycling:</u>	Environmental Program Assistant- 213-3604 (<i>8 a.m. – 4 p.m. M-F</i>)
<u>Solid Waste:</u>	Environmental Services- 774-0668

2009 Bulky Trash Collection

CITY OF FLAGSTAFF ENVIRONMENTAL SERVICES

2009 BULKY ITEM PICKUP SCHEDULE

Please plan your clean ups accordingly. Please have your bags curbside no earlier than one week prior to bulky pick up date. Call 928-213-3604 when you plan to do your next clean up.

Please remember, we work snow days and most holidays. If it snows, we

<u>Sect. 1 start date</u>	<u>Sect. 2 start date</u>	<u>Sect. 3 start date</u>	<u>Sect. 4 start date</u>
Jan 26	Feb 2	Jan 12	Jan 19
Feb 23	March 2	Feb 9	Feb 16
March 23	March 30	March 9	March 16
April 20	April 27	April 6	April 13
May 18	May 25	May 4	May 11
June 15	June 22	June 1	June 8
July 13	July 20	June 29	July 6
Aug 10	Aug 17	July 27	Aug 3
Sept 7	Sept 14	Aug 24	Aug 31
Oct 5	Oct 12	Sept 21	Sept 28
Nov 2	Nov 9	Oct 19	Oct 26
Nov 30	Dec 7	Nov 16	Nov 23
Dec 28		Dec 14	Dec 21

will still be on a regular schedule. Please make sure items are visible.

Section 1 – Cheshire, Coconino Estates, Mt Elden, Malpais, Northridge, Switzer M H Park, Mountain View, Flag Town site, Lockett Meadow, Valley Crest, Mt Elden Park, Antelope Valley, Kinlani Estates, Switzer Mesa, Cherry Hill, Pine Crest, Linwood Heights

Section 2 – Sunnyside, Grand View, Skyline, Siler Homes, Xmas Tree Estates, Upper/Lower Greenlaw, Paradise Hills, Shadow Mountain, Swiss Manor, Pine Park Manor, Mobile Haven

Section 3 – Fox Glenn, Sinagua Hts, Tanglewood, Sunridge, Lakeside Acres, Jo-Don, Walnut Ridge, Amberwood, Elk Run, Evergreen, Canyon Country Club, Coconino Country Club, Continental Country Club, Smokerise, Walnut Meadows, Timberview Village

Section 4 – Southside, Pine Knoll, Equestrian, Bennett Estates, Frontier Homes, Woodlands Village, Westwood Estates, Railroad Springs, Foxwood, University Heights, University Terrace, Brannen, Wildwood, Lake Mary Estates, Bow and Arrow, Old Town, Westglen MH Park, Aspen Trails, Boulder Point, Ponderosa Trails, University Highlands, Pine Canyon

Adopt-an-Avenue Volunteer Information

Group/Person Adopting Avenue _____

Avenue Adopted _____

Contact Name _____

Phone _____ Email _____

Mailing Address _____

City _____ State _____ ZIP _____

Day of the Week Preferred Clean-up _____

Section (see attached) _____ Number of Volunteers _____

Additional Information:

City Use Only

DATE REC. _____ AGR. _____ EQUIP. _____

SIGN LOCATION _____ TRAFFIC? Y N

SIGN ORDERED _____ INSTALL DATE _____

NOTES:

VOLUNTEER SERVICE AGREEMENT
With the
CITY OF FLAGSTAFF

This agreement is entered into this ____ day of ____ 20____ by and between the City of Flagstaff (City) and _____ (Volunteer/Group).

WHEREAS, the CITY has instituted an Adopt-An-Avenue Program to encourage and obtain volunteers support from civic-minded entities and individuals for the improvement or maintenance of City street medians and right-of-ways; and

WHEREAS, VOLUNTEER desires to "adopt" an area by voluntarily providing certain services;

NOW, THEREFORE, the parties agree as follows:

1. VOLUNTEER shall provide the following services: _____
at the following location(s): _____.

2. In recognition of the VOLUNTEER, the CITY shall install a sign(s) along the area that has been adopted by the VOLUNTEER and that the VOLUNTEER continues to contribute his or her services to the CITY.

3. The CITY shall provide all VOLUNTEERS with safety gloves which shall be worn at all times by the VOLUNTEER while performing the agreed upon services.

4. Either the CITY or the VOLUNTEER may terminate this agreement at anytime by notifying the other party,

5. The VOLUNTEER agrees that the performance of the services specified in this Agreement will in no way confer a VOLUNTEER the status of a City Employee.

6. VOLUNTEER UNDERSTANDS THAT PERFORMANCE OF THE SERVICES SPECIFIED IN THIS AGREEMENT MAY INVOLVE SOME RISK OR INJURY TO THE VOLUNTEER. VOLUNTEER AGREES TO ASSUME THE RISKS WHICH ACCOMPANY THE PERFORMANCE OF THE VOLUNTEER SERVICES AND WILL MAKE NO CLAIM OF ANY KIND AGAINST THE CITY, ITS AGENTS OR EMPLOYEES FOR ANY INJURIES WHICH MAY ARISE FROM THE PERFORMANCE OF THE VOLUNTEER SERVICES.

7. VOLUNTEER agrees to defend, indemnify and hold the CITY harmless from any claims, actions or other proceedings which may be brought against the CITY, its agents or employees arising from the VOLUNTEER performance of the services in this Agreement.

THE UNDERSIGNED HAVE FULLY READ AND UNDERSTAND THIS AGREEMENT:

Contact Name _____ Telephone _____

[illegible]